

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
November 16, 2020
Social Hall, Active Living Center
6:30 PM**

1. Welcome & Call to Order – President Bill Stewart

2. Attendance Roll Call

3. Approval Minutes –
3.1 October 26, 2020

4. Introductions & Presentations

4.1 Advisory Board 2021 Proposed Meeting Schedule (Attached)

5. Public Comments

6. President's Report

7. Board Member Comments

8. Report – Projects & Programs Committee

8.1 Report of Cal Allen

Relating to conducting discussions focused on receiving input from the community relating to services of the Parks & Recreation Dept.

9. City Manager Comments

10. Director's Report

10.1 Administration

Renovation of Bodie Grim and Henkel Fields continues within the scope of the project and Memorandum of Agreement between the City of Winchester and Shenandoah University. The improvement project is on schedule to be completed by early March 2021 facilitating the use of the fields for Handley Baseball, Softball and Shenandoah Softball.

10.2 Virginia High School League (VHSL)

A plan for High School Swim is being developed in a coordinated effort by Parks & Recreation Staff, and the Athletic Directors and Coaches of the various high schools. The plan to conduct high school practices and the local swim meets has been approved by the City Manager and are in the final stages of approval by the high school Athletic Directors and Swim Coaches. Due to the Social Distancing criteria associated with the Corona virus the overall operation of the swim meets will differ greatly from prior years to ensure the safety of the athletes, officials and staff. Spectators will not be permitted on deck and social distancing will be required of all athletes and officials as much as possible. All individuals will be required to wear face coverings/masks unless engaged in swimming. Each school has been provided with the option of establishing video equipment in the pool area in order to live stream the meet.

As the meet schedule is finalized additional information will be provided to the Board.

10.3 Possible Trail/Park Facility North Kent Street

Although it is too early to confirm the creation of a recreation facility along the west side of North Kent Street it may be a possibility. The department has initiated discussions with the Public Services and Planning & Zoning Departments to establish a multi-purpose trail in this area. The Public Services Department plans to establish a storm water retention facility in this area, and such may lend itself to the establishment of a recreational facility. Unfortunately, when we met with representatives of the Public Services Dept. it was determined this project would be several years in the future if at all. However, we will continue to have open dialogue.

10.4 Potential Neighborhood Park – Linden Drive

The department has initiated discussions with the Planning & Zoning Department who has subsequently opened discussions with HD Partners owners of the former Frederick County Middle School relating to the development of a neighborhood park at 441 Linden Drive. At one time there was a small neighborhood park at this location, and such was apparently located on property owned and operated by Frederick County Schools. For some reason the park was abandoned, playground equipment removed leaving only a small pavilion and table. Additionally, the maintenance of the site was discontinued by the P & R Department. It appears the developer has interest in partnering with the City and establishing a neighborhood park at this location. Discussions are continuing.

10.5 Maintenance

Mowing Operations are slowing due to the cool weather and winter projects are being reviewed for completion during the winter season.

The Lions Club Sensory Trail is nearing completion. The scheduling and completion of this project has been extremely lengthy due to many factors. All the posts have been installed and are ready for the installation of the cable which will

guide individuals with sight deficiencies along the trail. Robbie has indicated the installation of the cable will be installed no later than the first week of December.

Wilkins Lake and Surrounding Area - Maintenance Program is continuing as staff and scheduling is available.

The Maintenance Division is concentrating efforts in a coordinated manner with the Community Recreation/Special Events Division to install decorative lighting in the shelter area of the park where the “Holiday Lane Lighting” will be displayed. This is a new program for the department and originated due the inability to sponsor a Holiday Parade in the downtown business area. The display will be viewed from vehicles driving through the display area during the evening hours of 5:00 PM -8:30 PM beginning on the evening of November 30th and continuing until December 20th. This display is planned to be the beginning of a new holiday tradition in Jim Barnett Park and is FREE to all. Samantha will provide additional information.

10.6 Facilities

Parks continuing to Host City Council Meetings in Social Hall until further notice.

The domestic water lines located in the roof/ceiling system of the Active Living Center have been repaired and moisture mitigation has been completed. We are now awaiting word from the general contractor relating to the initiation of repairs.

10.7 INSIGHT Academy

The INSIGHT Academy which is organized by the City’s Communications Department and conducted during the winter and early spring started in early 2020 and was discontinued due the Corona virus. The Communications Department has decided to complete the academy and has scheduled those departments that have not yet presented. The Parks & Recreation Department is scheduled for Wednesday, December 9th in the Social Hall beginning at 6:00 PM. The presentation will differ from those presented previously but will provide an overview of the department and the Divisions. All members of the Advisory Board are invited and encouraged to attend

10.8 Field Re-naming

A staff member has received a verbal inquiry requesting Henkel Harris Field be renamed in memory of the individual who was the victim of a homicide in the 500 Block of Adams Drive on the evening of October 28th. The victim participated in the Kickball League sponsored by the department and played on Henkel Harris Field.

This is intended as a informational item for the Board at this time but the naming of park entities and the consulting and advising of Council is included in the City Code, Section 18.3 General Powers and Duties of the Parks and Recreation Advisory Board.

10.9 Staffing – Hiring Freeze – Vacancy Status

Administration:

Administrative Assistant – It gives me pleasure to introduce Sarah Acuff Chapman as the new Administrative Assistant. Sarah was offered the position and accepted with her first day being Monday, November 9th. She comes to us from the City’s Economic Development Department which gives her a good foundation for various processes in the department and City.

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – Two full time Aquatics Specialist positions are vacant. One position has been posted and applications are being received.

Part time Lifeguard Positions – **1 Employed – Shelly Lee**

Maintenance

Superintendent - Robert Garrett has been serving as the Superintendent in an interim capacity for 8 months. He has been offered the Superintendent’s position on a permanent basis and has accepted. The effective date of the promotion was November 9th.

Seasonal – No Interviews Conducted

Facilities

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

Child Care

Several Part Time Positions

11. Assistant Director Report

11.1 Special Events

Holiday Lane Lights in the Park – 11/30-12/20, 5-8:30pm

There’s a new show in town! Holiday Lane will run 11/30-12/20 and feature lighted pavilions, dog park, and holiday scenes beginning at the intersection of Maple and Oak Dr and ending at the War Memorial Building parking lot. Santa will make an appearance on Friday and Saturday nights for the run of the event. The best part is, it’s FREE! We are hopeful this will bring some holiday joy to the community and start a new tradition in the City of Winchester.

Tree Lighting – The customary tree lighting is being deferred in lieu of a virtual tree lighting ceremony. This will provide the opportunity for view the tree lighting and the shenanigans of Elves in the safety and comfort of the individual’s home. The tree lighting will be

shared on Facebook, Twitter, YouTube, Comcast Channel 6 and the city's e-newsletter. The release date is currently being determined by the city's Communications department.

Santa's Workshop – At the present time Santa's Workshop is not looking favorable due to the criteria associated with social distancing.

Letters from Santa – Continues to be a go. Yeah!!!!!!

11.5 Athletics

Winchester Baseball – Late Season Concluding

Volleyball League – Began 11/2/20

11.6 Community Recreation

Private Music Lessons – Registering for second session

Community Yoga and Veterans' Yoga – began 11/2/2020

Staff is Developing a Plan for Safe Return to Community Recreation Programming

11.7 Child Care

School Year – We are now offering programming based on the hybrid schedule as well as after school on days the children are in school.

12. Additional Items -

12.1 Ash Tree Removal/Replacement Program – Work was initiated by Sky View Tree Experts to remove the dead and standing Ash trees on Monday, December 9th and completed during the week. The planting of new trees may not take place until early spring.

12.2 Board Membership Status

Regina Coates Eligible for Re-appointment. Awaiting Confirmation

Chris Way – Appointed - July 14th – 3 yr. term 7.13.2023

B. Scott Jenkins – Appointed July 14th – 3 yr. term 7.13.2023

Newly Appointed Advisory Board Members

Pete Lowe – Appointed October 13th – 3 yr. term 10.12.2023

13. Next Regular Meetings –

13.1 Monday, January 25, 2021

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

14. Closing Comments Director –

14.1 As we approach the holiday season on behalf of the department staff I thank each of you for your service to the community and the department and wish each of you the very best for a wonderful holiday season and prosperous new year.

15. Closing Comments President

16. Closing Comments Board Members

17. Motion to Adjourn